

Central Wisconsin Community Action Council, Inc.

EPF&A Committee Meeting Minutes

June 11, 2021

Present: Donna Maly, Charlie Krupa (by Zoom), Dave Singer, Muriel Harper,
and John Earl

Excused Absence: None

Staff: Fred Hebert, Chelsey Scott, and Donna Lynch

Guests: None

1. John Earl called the meeting to order and roll call was taken with five members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the May 14, 2021 EPF&A Committee meeting.
3. Fred provided an update on new employees including Finance Unit Manager, Chelsey Scott; Baraboo Shelter Manager, Nicole Tidwell; PTE - Program Assistant, Jennifer Masch, and WX Crew Worker, Charles Peterson. They expect to make a job offer for the Baraboo Shelter Assistant soon.
4. Donna presented information on management and maintenance of board and staff personnel files.
5. Chelsey presented the Finance Report. The unaudited Gross Revenue & Expenditures for period ending December 31, 2020 reflected \$8,711,307 in revenue and \$8,125,942 in expenditures. A 2019 to 2020 comparison was also presented. Committee members briefly discussed contributions made by each county. After discussion, motion was passed by unanimous vote to approve the finance report as presented with thanks to Chelsey.
6. Fred presented information on our 2021 – 2022 Weatherization Contract which is the same as last year at approximately \$2.2 million. After discussion, motion passed by unanimous vote to approve the 2021 – 2022 Weatherization Contract and pass along to the full board for approval.
7. Fred mentioned that Kari is still working to finish the 2020 audit and we hope to have WIPFLI presentation at our August Board of Directors meeting. Jean Christensen from WIPFLI retired at the end of May, and John Hemming is her replacement.
8. Each year we send a request and invoice to each of our counties requesting monetary support for our agency. Adams provides \$7,500 general funds & \$8,500 food pantry; Columbia \$7,500 general; Dodge \$7,500 general & \$5,000 mgmt/processing of donations; Juneau \$7,500 general; and Sauk \$7,500 general.
9. Committee members discussed the Annual Board of Directors meeting coming up on June 23rd. We will have a Board/Staff picnic lunch for the August Board Meeting here at CWCAC.
10. A new Low-Income Board Member candidate for Sauk County has been identified, Cherish Luxon. We anticipate voting her onto the board at the June 23rd meeting.
11. Committee members reviewed the declaration which reads, "Recognizing the worth of our employees and their stalwart constant efforts; and recognizing the honor & tribute we pay to our Country's freedom; the Board of Directors declares our extended Fourth of July Holiday Celebration by inclusion of Thursday, July 1st and Monday, July 5th to be an agency holiday this year, 2021." After discussion, motion was passed by unanimous vote to approve and pass along for full board approval.

12. Fred reported that the 2021 CWCAC Golf Outing will take place on Thursday, September 2nd. Ryder Cup Raffle tickets will be sold to raise money for the event.
13. Motion passed by unanimous vote authorizing the Executive Director to declare Tuesday, July 6th as the date CWCAC opens the doors back up to the public, and this be passed along for full board approval.
14. Fred provided an update on John Wenum who will be recognized at the June Board Meeting.
15. Meeting Adjourned - Next Meeting - Friday, July 16, 2021 @ 11:00 am.